

Location:
Case Number:

APLINGTON HEIGHTS, CT MUNICIPAL LANDFILL BRIDGEPORT HEIGHTS
8142

**SAMPLE SHIPMENT CHECKLIST:
LOW CONCENTRATION SAMPLES**

EPA Region 5 Records Ctr.



393195

Mark each item with an "X" to verify completion.

- ☒ 1. Is each sample bottle permanently labeled with the following information: Sample number, date, time of collection, and a brief description?
- ☒ 2. Are sample volumes marked on all sample bottles (except VOA's)?
- ☒ 3. Is each sample bottle lid secured with strapping tape or evidence tape?
- ☐ 4. Have all bottles been packed in plastic bags?
- ☒ 5. Are all samples properly preserved and iced, when appropriate, for shipment?
- ☐ 6. Are samples packaged in such a way as to prevent breakage?
- ☒ 7. Has the proper cushioning material (ie-vermiculite) been used for sample packaging?
- ☒ 8. Is each cooler drain taped shut?
- ☒ 9. Have all coolers been labeled with the proper laboratory address and has this label been covered with clear tape?
- ☒ 10. Has each cooler been labeled with "This Side Up" stickers on all four sides and "Fragile" stickers on at least two sides?
- ☒ 11. Is there at least one Chain-Of-Custody record per cooler?
- ☒ 12. Have the proper sections of the sampling paperwork been put in a plastic bag and taped to the inside lid of the coolers?
- ☒ 13. Has each cooler been secured properly with strapping tape?

- ✓ 14. Have numbered custody seals been affixed to the front right and back left of each cooler and covered with clear tape?
- ✓ 15. Has the sampler double-checked all paperwork and packaging procedures for accuracy and completeness immediately prior to strapping each cooler for shipment?
- ✓ 16. Have photos of each cooler, showing ice, custody seals, and proper packaging procedures, been taken?
- ✓ 17. TYPE & TIME OF SAMPLE TAKEN LISTED ON COC?

I certify that all the above procedures have been followed and that all coolers have been properly packaged for shipment.

X Karen McLyn Sampler
Signature

X Howard Brian Team Leader
Signature

NOTE: If there is any question that one of the above has been done incorrectly by any member of your team, DO NOT ship samples without checking your suspicions (even if this means re-opening coolers that have already been strapped shut!)

49T:GM